

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

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## CHILD AND FAMILY SERVICES AGENCY OFFICE OF DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-03-96

POSITION: Executive Assistant DS-301-13

OPENING DATE: 06-09-03

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL  
FILLED," FIRST  
SCREENING DATE: 06-23-03

SALARY RANGE: \$54,246 - \$69,906 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.  
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: NONE

NO. OF VACANCIES: One

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OD, ODDLM

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary  
(Up to 1 year, Not-to-Exceed \_\_\_\_\_)

☒ This position IS NOT in a collective bargaining unit.

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1988:** An applicant for a position in the Career Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent provides assistance to the Deputy Director, coordinating ODDLM's workload and serving as a liaison between the Deputy Director, the Licensing and Monitoring Administration (LMA) and program staff personnel. Establishes internal deadlines for LMA and tracks submission of information from the various divisions reporting to the ODDLM. Advises the Deputy Director of pending work and progress on major assignments. Follow-up on tasks assigned to ODDLM staff, as directed by the Deputy Director, to ensure that administrative operations support accomplishment of ODDLM goals, objectives and implementation plans. Represents the ODDLM at regular internal and external meetings and serves as liaison for the Deputy Director with government and private officials, providing administrative support on key issues. Organizes and develops administrative procedures to improve the timely submission of CFSA staff assignments to the Deputy Director. Conducts comprehensive studies and analyzes existing policies, programs, plans, organizations, systems, procedures, standards, staffing and budget to identify issues which impact the administration and operation of the District's child welfare system. Disseminates information to appropriate CFSA representatives. Provides administrative support to the Deputy Director on issues related to ODDLM's role on various functional teams. Follows up recommendations and provides information to the community and affected government and private agencies as directed by the Deputy Director. Responds to requests for appointments with the Deputy Director from agency staff. Coordinates special meetings or events as assigned.

**QUALIFICATION REQUIREMENTS:** One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

- A Masters degree in Social Work, Public Policy or Human Resources Area is preferred.

**SELECTIVE PLACEMENT FACTOR:**

- Must have experience in a Human Service or Public Policy Environment

AN EQUAL OPPORTUNITY EMPLOYER  
(D.C. Standard Form 1226 (Revised 9/93))

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of Federal, state and local statutes and regulations governing child welfare and the licensing of facilities and foster parents;
2. Thorough time management and task management skills, represented by extensive background and work experience reflecting these requirements;
3. General knowledge of management principles, methodologies and techniques to independently conduct research, and analyze and synthesize data to draw conclusions and make recommendations for solutions or alternative courses of action;
4. Teamwork and problem solving skills; and
5. Excellent communication skills, to include verbal and writing skills.

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**DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."**

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**APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.**

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**HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.**

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<b><u>MAIL TO:</u></b>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6 <sup>th</sup> Street, SW Washington, DC 20024	<b><u>WALK-INS:</u></b>	955 L'Enfant Plaza, 5 <sup>th</sup> Floor Washington, D.C. 20024
<b><u>TO APPLY:</u></b>		<b><u>TELEPHONE:</u></b>	(202) 724-7373
<b><u>FAX TO:</u></b>	(202) 727-5750		

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**IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ('THE ACT') THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.**

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES**

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